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Estimates in respect of special political missions, good offices and other political initiatives authorized by the General Assembly and/or the Security Council

Thematic cluster I: special and personal envoys and special advisers of the Secretary-General

Office of the Special Adviser to the Secretary-General

Report of the Secretary-General

Summary

The report contains the proposed resource requirements for the Office of the Special Adviser to the Secretary-General for 2016, amounting to $9,435,200 (net of staff assessment), relating to Burundi. It is proposed that these requirements be charged against the provision for special political missions appropriated under section 3, Political affairs, of the programme budget for the biennium 2016-2017.

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Office of the Special Adviser to the Secretary-General

($9,435,200)

Background, mandate and objective

1. A serious political and security crisis developed in Burundi in April 2015. While the crisis crystallized around the elections, it had deeper political roots. New armed groups have formed and have been launching violent attacks in urban neighbourhoods in Bujumbura, which are at risk of spreading. The attacks are being met with reprisals by the security forces, which also continue to conduct crackdowns. Politically motivated violence and serious human rights violations and abuses are being committed at an increasing rate. Burundi stands on the brink of another armed conflict that could unravel years of painstaking work to consolidate and preserve peace and could have potentially disastrous effects in an already fragile region.

2. It is unlikely that politically motivated violence and human rights violations and abuses in Burundi can be halted without the prospect of a credible and inclusive political dialogue. However, until now, there has been very limited progress in launching a viable and transparent process that enjoys the confidence of all Burundian stakeholders and that would allow for political differences to be resolved through dialogue. The absolute priority for the international community remains the launching of such a dialogue, in coordination with regional partners, with a view to preventing the deterioration of the security situation and preventing violence on a larger scale.

3. In response to the situation, the Security Council, in its resolution 2248 (2015) of 12 November 2015, welcomed the decision by the Secretary-General to appoint a special adviser to work with the Government of Burundi and other concerned stakeholders, as well as subregional, regional and other international partners, in support of an inclusive Burundian dialogue and the peaceful resolution of conflict, and in support of national efforts to build and sustain peace.

4. In the same resolution, the Security Council invited the Secretary-General to deploy a team in Burundi to coordinate and work with the Government of Burundi, the African Union and other partners to assess the situation and develop options to address political and security concerns.

5. In a letter dated 1 December 2015 addressed to the President of the Security Council (S/2015/926), the Secretary-General noted that he would proceed with the deployment of a support team to the Special Adviser as soon as possible. The team would pursue the following objectives: (a) work with the Government of Burundi and other stakeholders to support a credible and inclusive political dialogue process that is nationally owned; and (b) advise the Burundian authorities on strengthening security and rule of law institutions, as well as the design and implementation of a credible disarmament programme. It will report to the Special Adviser and coordinate and develop partnerships with regional and subregional actors, namely, the African Union, the East African Community and the International Conference on the Great Lakes Region, to promote coherent international responses to the situation in the country. It will closely monitor the situation on the ground to provide reporting and situational analysis to facilitate United Nations planning efforts, and will cooperate with the United Nations country team already on the ground, including the Office of the United Nations High Commissioner for Human Rights (OHCHR).

6. The Special Adviser will be supported by a core team of political and security sector advisers based in Bujumbura and a small political team in New York, but in view of the fluidity of the situation and evolving needs, he will also use the best available international consultancy expertise, as appropriate, to support the implementation of his mandate.

Cooperation with other entities

7. The Office of the Special Adviser will liaise closely with United Nations regional political offices, including the United Nations Regional Office for Central Africa, the Office of the Special Envoy of the Secretary-General for the Great Lakes Region and the United Nations Office to the African Union, and will coordinate with those offices to ensure adequate support to regional and subregional initiatives for Burundi. The Office will cooperate with the Burundi configuration of the Peacebuilding Commission, OHCHR and the Office of the Special Adviser to the Secretary-General on the Prevention of Genocide to promote coherence on Burundian political issues.

8. The Office of the Special Adviser will collaborate closely with the office of the United Nations resident coordinator and the United Nations country team in Burundi. Where appropriate, it will seek synergies with ongoing programmes and projects that are relevant to the implementation of its mandate. In particular, the Special Adviser will depend on technical advice and support from the OHCHR country office to ensure that human rights are mainstreamed into all activities.

9. At the headquarters level, the Special Adviser will continue to chair the inter-agency task force and the crisis management team for Burundi, including representatives of all relevant Secretariat departments, United Nations funds and programmes and the specialized agencies. The Special Adviser will convene coordination meetings with the numerous international envoys to Burundi and regional and subregional partners based in Addis Ababa, Nairobi and elsewhere.

10. In order to promote efficiency and avoid duplication, the staff of the Office of the Special Adviser deployed in Burundi will be serviced by the Regional Service Centre at Entebbe, Uganda. A small office support team deployed in Bujumbura will support the day-to-day administrative and logistical needs of the team and provide an administrative link with the Regional Service Centre.

Planning assumptions for 2016

11. As part of the deployment, the support team within the Office of the Special Adviser is expected to work with the Government of Burundi and other stakeholders to support a credible and inclusive political dialogue process that is nationally owned and to advise the Burundian authorities on strengthening security and rule of law institutions and on the design and implementation of a credible disarmament programme.

12. The deployment will also create the opportunity to develop a fuller situational analysis of the political and security environment that can inform contingency planning and any future review of the United Nations strategy for Burundi. Analysis undertaken by the Office of the Special Adviser will also inform future strategic planning exercises, which will be undertaken in consultation with the United Nations country team and other relevant United Nations entities.

13. In the event of significant deterioration of the security situation in Burundi, the Security Council may decide to implement a contingency plan to deploy United Nations uniformed personnel.

14. Support for the deployment in Burundi will entail extensive travel by the Special Adviser to Burundi and the region to support the dialogue. The support team based in Burundi will be able to call upon the Regional Service Centre at Entebbe and will adopt a streamlined structure. The team will utilize existing United Nations equipment and infrastructure in Burundi to minimize the requirements for extensive investment in facilities and equipment.

15. The objective, expected accomplishments, indicators of achievement and performance measures of the Office are set out below.

Table 1

Objective: To support the Government of Burundi and other stakeholders in establishing a credible and inclusive political dialogue process that is nationally owned, while security and rule of law institutions are strengthened, including through the design and implementation of a credible disarmament programme

Expected accomplishments	**Indicators of achievement**
(a) Establishment of a credible and inclusive political dialogue process that is nationally owned and internationally accepted	(a) (i) Agreement on process, structure and timeline for a political dialogue process *Performance measures* Target 2016: yes (ii) Dialogue sessions convened with the participation of key stakeholders *Performance measures* Target 2016: 4 dialogue sessions (iii) Key international and regional partners support the process *Performance measures* Target 2016: Security Council, African Union and East African Community endorse the process

Outputs

- Provision of good offices and expertise and organization of consultations with all concerned national, regional and international parties aimed at finding a political solution to the Burundian crisis
- Visits to Burundi and other countries in the region to promote a political solution to the Burundian crisis (6)
- Meetings with the African Union and the East African Community with a view to ensuring a coordinated approach to the Burundian dialogue process (6)
- Coordination meetings chaired jointly with international partners to develop consensus on international responses (12)

- Consultations with national authorities, political parties and civil society organizations, including representatives of women and youth groups and media outlets, to engage all segments of Burundian society in the national dialogue process (6)
- Provision of technical advice to national authorities, including the National Commission for the Inter-Burundian Dialogue
- Regular briefings to the Security Council, the General Assembly and other relevant United Nations bodies, as well as to regional organizations, on the political and security situation in Burundi and the efforts of the Special Adviser
- Public awareness-raising initiatives, including public information activities that stress the importance of political dialogue and an end to violence and human rights violations

Expected accomplishments	Indicators of achievement
(b) More accountable security sector institutions	(b) (i) Government ownership of security sector reform initiatives
	Performance measures
	Target 2016: implementation of three initiatives to make the security sector right-sized, well-managed and respectful of human rights
	(ii) Progress towards improved respect for human rights by security sector and associated personnel
	Performance measures
	Target 2016: design and implementation by Government authorities of a credible disarmament, demobilization and reintegration programme

Outputs

- Technical assistance provided to national authorities to support security sector reform initiatives
- Technical assistance provided to national authorities on measures to enhance accountability and mainstream human rights
- Provision of expertise to national authorities to design a credible and effective disarmament, demobilization and reintegration programme
- Meetings with political parties and civil society organizations, including representatives of women, youth and the media, to ensure that concerns are taken into consideration in security sector planning (6)
- Meetings with representatives of national security and defence forces to identify risks and seek appropriate solutions (12)
- Coordination meetings with bilateral and multilateral partners that are undertaking security sector programming to ensure coherence in approaches (12)

External factors

16. The objective of the Special Adviser is expected to be achieved provided that the Government of Burundi continues to extend its cooperation to the United Nations and engages in political dialogue and security sector issues, and continued support is available from international and regional partners for a credible and inclusive dialogue process.

Resource requirements (regular budget)

Table 2
Financial resources
(Thousands of United States dollars)

	2014-2015			*Requirements for 2016*			
Category	*Appropriation* (1)	*Estimated expenditure* (2)	*Variance* (3)=(1)-(2)	*Total* (4)	*Non-recurrent* (5)	*Total requirements for 2015* (6)	*Variance, 2015-2016* (7)=(4)-(6)
Civilian personnel costs	–	–	–	4 493.5	–	–	4 493.5
Operational costs	–	–	–	4 941.7	217.5	–	4 941.7
Total	**–**	**–**	**–**	**9 435.2**	**217.5**	**–**	**9 435.2**

Table 3
Positions

	Professional and higher categories									*General Service and related categories*			*National staff*			
	USG	*ASG*	*D-2*	*D-1*	*P-5*	*P-4*	*P-3*	*P-2*	***Subtotal***	*Field Security Service*	*General Service*	***Total international***	*National Professional Officer*	*Local level*	*United Nations Volunteers*	***Total***
Approved 2015	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Proposed 2016	1	–	1	2	7	7	6	–	24	16	2	42	2	5	–	49
Change	**1**	**–**	**1**	**2**	**7**	**7**	**6**	**–**	**24**	**16**	**2**	**42**	**2**	**5**	**–**	**49**

17. The estimated requirements for the Office for 2016 amount to $9,435,200 (net of staff assessment) and provide for civilian personnel costs ($4,493,500) for 42 international staff positions and 7 national staff positions, as well as operational costs ($4,941,700), comprising consultants ($232,600), official travel ($1,569,000), facilities and infrastructure ($1,718,400), ground transportation ($180,400), communications ($554,500), information technology ($230,700), medical ($204,000) and other supplies, services and equipment ($252,100).

18. In its resolution 2248 (2015), the Security Council welcomed the decision of the Secretary-General to appoint a Special Adviser, and requested the Secretary-General to update the Council regularly on the situation in Burundi. Accordingly, and as part of the deployment, the Office of the Special Adviser is based in New York and has a presence in Burundi.

19. The proposed staffing complement for the Office for 2016 would include a total of 49 positions comprising 42 international staff (1 Under-Secretary-General, 1 D-2, 2 D-1, 7 P-5, 7 P-4, 6 P-3, 16 Field Service and 2 General Service (Other level)) and 7 national staff (2 National Professional Officer and 5 Local level).

20. The Office of the Special Adviser in New York would comprise the immediate office of the Special Adviser and a Political Coordination and Reporting Unit. The immediate office would comprise the following positions:

(a) A Special Adviser to the Secretary-General (Under-Secretary-General);

(b) A Special Assistant (P-5) to provide support to the Special Adviser, including bringing to the attention of the Special Adviser all matters requiring the Special Adviser's personal attention, assisting in formulating options as to how these matters might be handled, and ensuring appropriate follow-up;

(c) A Political Affairs Officer (P-4) to provide support to the Special Adviser on all issues relating to contingency planning, including: (i) developing scenarios and identifying gaps and response triggers; (ii) liaising with other United Nations entities to ensure that contingency planning for Burundi is regularly reviewed and updated; and (iii) liaising with bilateral and multilateral partners to ensure that plans are coordinated, resourced and implemented;

(d) A Public Information Officer (P-3) to provide regular advice to the Special Adviser on United Nations strategic communications concerning Burundi, in liaison with relevant departments, including the Department of Political Affairs and the Department of Peacekeeping Operations;

(e) A Personal Assistant to the Special Adviser (General Service (Other level)) to maintain the daily schedule of appointments and the travel arrangements of the Special Adviser, by interacting with ministries, United Nations partners, non-governmental organizations and diplomatic officials.

21. The Political Coordination and Reporting Unit would comprise the following positions:

(a) A Senior Political Affairs Officer (P-5) to liaise with Member States and regional and subregional organizations on all issues relating to the mandate and operations of the Office of the Special Adviser, including through regular information exchange with Member States on the situation in Burundi, and ensure that the issues are included in the efforts of the Office to support the good offices of the Secretary-General;

(b) A Political Affairs Officer (P-4) to: (i) monitor and provide regular analysis on developments in Burundi and at the regional and international levels; (ii) support the preparation of the reports of the Secretary-General to the Security Council with regard to Burundi, using inputs from the field as a basis; and (iii) support the development of projects and programmes, in coordination with the Peacebuilding Support Office and multilateral and bilateral donors;

(c) A Team Assistant (General Service (Other level)) to provide administrative support to the Office, including the storage, classification and archiving of sensitive internal communications and cable traffic from and to Headquarters.

22. In addition, a Political Affairs Officer (P-3) would provide backstopping functions for the Office of the Special Adviser in New York, within the Africa I Division of the Department of Political Affairs, including by liaising between the Office and the Department, working closely with United Nations funds and programmes, the specialized agencies and the inter-agency task force for Burundi and ensuring that the Department of Political Affairs and other relevant departments are regularly kept up-to-date and are able to provide support to the Office.

23. As part of the deployment, the presence in Burundi would comprise the following: the Office of the Chief of Staff, a Dialogue Support Unit, a Disarmament and Security Advisory Unit, a Mission Support Unit and a Staff Security and Safety Unit.

24. The Office of the Chief of Staff would be based in Burundi and would comprise the following positions:

(a) A Chief of Staff (D-2) to ensure the effective direction, management and implementation of the mandate of the Office of the Special Adviser in Burundi;

(b) A Public Information Officer (P-4) to develop and implement a communications strategy; provide advice and expertise to managers, senior officers and other public information staff on a range of public affairs issues, methods and approaches; and develop strategic partnerships with key constituencies to elicit support for and maximize the impact of the Special Adviser's objectives;

(c) Two Media Officers (National Professional Officer) to monitor and analyse the local and regional media, including social media, especially as it pertains to the work of the Office of the Special Adviser, and prepare regular bulletins for distribution, as appropriate;

(d) An Administrative Assistant (Field Service) to provide administrative support to all substantive personnel in Burundi, including preparation for meetings.

25. The Dialogue Support Unit would be based in Burundi and would comprise the following positions:

(a) A Principal Political Affairs Officer (D-1) to liaise with the Government of Burundi, national and international actors in Burundi and regional and subregional organizations, with a view to providing coherent, comprehensive and credible political support and advice to the Special Adviser;

(b) A Senior Information Analyst (P-5) to be responsible for the overall analysis and management of information and to provide situational analysis in support of United Nations planning in Burundi;

(c) A Senior Political Affairs Officer (P-5) to support the Principal Political Affairs Officer, work with the National Commission for the Inter-Burundian Dialogue and other stakeholders and provide credible and timely advice to the Special Adviser on developments relevant to national dialogue initiatives;

(d) A Political Affairs Officer (P-4) to focus on issues of reconciliation and national dialogue, by ensuring liaison with vulnerable groups, minorities and political parties, supporting national and local initiatives for dialogue and reconciliation and working closely with the United Nations Development Programme and the OHCHR country office;

(e) A Human Rights Officer (P-4) to ensure that human rights information is integrated into reports submitted to the Security Council and that human rights are mainstreamed into the Office's activities;

(f) A Political Affairs Officer (P-3) to focus on regional cooperation and coordination with the United Nations country team and international partners, promote a coordinated regional approach to United Nations activities in Burundi and strengthen collaboration with regional, subregional and other international organizations and other United Nations presences and special envoys in the region.

26. The Disarmament and Security Advisory Unit would be based in Burundi and would comprise the following positions:

(a) A Principal Security Sector Reform Officer (D-1) to coordinate the United Nations-wide approach to disarmament, demobilization and reintegration and security sector reform, by designing and implementing a strategy for United Nations support for disarmament and the broader security sector;

(b) A Senior Security Sector Reform Officer (P-5) to support the Principal Security Sector Reform Officer in designing and implementing a strategy for United Nations support for disarmament and the broader security sector;

(c) A second Senior Security Sector Reform Officer (P-5) to support national counterparts through the development, implementation and evaluation of capacity-building activities for security sector counterparts, including training workshops and seminars for local interlocutors, as appropriate;

(d) A Rule of Law Officer (P-4) to support the Special Adviser on issues relating to the rule of law, including by providing strategic advice on how best to support national authorities in strengthening the rule of law in Burundi and by liaising with United Nations entities, including OHCHR, the United Nations Development Programme and the United Nations Office on Drugs and Crime, in coordination with the Global Focal Point for Police, Justice and Corrections;

(e) A Security Sector Reform Officer (P-3) to support the Senior Security Sector Reform Officer in designing and implementing a strategy for United Nations support for disarmament and the security sector, including the provision of technical support to national authorities to enhance the coordination of security sector activities and international support in this area.

27. The Mission Support Unit would be based in Burundi and would comprise the following positions:

(a) A Chief of Mission Support (P-5) to serve as the head of administration of the field team and be responsible for all administrative and financial functions and general and technical support services;

(b) A Logistics Officer (P-3) to be responsible for the management, maintenance and repair of transport equipment and for advising the Chief of Mission Support on logistical matters;

(c) An Administrative Officer (Field Service) to assist the Chief of Mission Support in the day-to-day management of the office, ensure that there is administrative support in the office and provide direct administrative support to the Chief of Mission Support;

(d) A Facilities Management Assistant (Field Service) to be responsible for the management and supervision of maintenance of premises, facilities and infrastructure in Burundi;

(e) A Finance Officer (Field Service) to provide advice and support to the Chief of Mission Support on all financial matters and be responsible for the timely and accurate delivery of financial services;

(f) A Human Resources Officer (Field Service) to assist the Chief of Mission Support in all aspects of human resources management, including by preparing briefings, coordinating the induction of new staff and overseeing extensions of appointments;

(g) An Information Systems Officer (Field Service) to ensure efficient, reliable and secure information and communications technology services to the field team;

(h) An Information Systems Assistant (Field Service) to perform network wiring installation tasks and ensure that network wiring installations are working smoothly;

(i) An Administrative Assistant (Local level) to support the Finance Officer and the Human Resources Officer, as well as the Administrative Officer;

(j) A Supply/Logistics Assistant (Local level) to manage the receipt, storage and distribution of goods and equipment;

(k) Three Drivers (Local level) to provide transportation for the Office.

28. The Staff Security and Safety Unit would be based in Burundi and would comprise the following positions:

(a) A Chief Security Officer (P-4) to advise the Office of the Special Adviser on all security matters, including planning, preparing and implementing measures for the security and safety of all Office personnel and property;

(b) A Close Protection Coordinator (P-3) to coordinate close protection assistance during the Special Adviser's visits to the country and support the Chief Security Officer in responding to the security needs of the Office of the Special Adviser;

(c) Three Security Officers (Field Service) to form an operations unit responsible for direct support to the Chief Security Officer, including by liaising with the Department of Safety and Security to apply the standards of the United Nations security management system in Burundi and providing day-to-day security management for personnel and property within the area of field operations;

(d) Six Close Protection Officers (Field Service) to provide close protection assistance during the Special Adviser's visits to the country and support the Chief Security Officer in responding to the security needs of the Office of the Special Adviser.

Extrabudgetary resources

29. No extrabudgetary resources are available or projected for 2016.

Action requested of the General Assembly

30. **The General Assembly is requested:**

(a) **To approve the budget in the amount of $9,435,200 net ($10,009,200 gross) for the Office of the Special Adviser to the Secretary-General for the period from January to December 2016;**

(b) **To approve a charge of $9,435,200 (net of staff assessment) against the provision for special political missions appropriated under section 3, Political affairs, of the programme budget for the biennium 2016-2017.**